

SANDY CITY
APPROVED POSITION SPECIFICATION

I.	<u>Position Title:</u> Facilities Maintenance Intern	Revision Date	12/05
		EEO Code:	Technician
		Status:	Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Manager, assists in performing the maintenance and repairs of City facilities, including the City Hall, Parks & Recreation building, Senior Citizen Center, Amphitheater and other facilities as assigned.

III. Essential Duties:

- Assists the Facilities Manager and Crew Leader in performing building maintenance, remodeling and completing work orders.
- Completes minor plumbing, lock, electrical, and painting repairs
- Re-lamps fixtures as directed
- Changes air filters
- Assists in moving and assembling furniture
- Operates, and performs maintenance on a variety of building equipment
- Performs cleaning, snow shoveling and custodial work as needed
- Locks and Unlocks the building(s)
- Assists Facilities Manager in performing frequent maintenance inspections of facilities
- Performs record keeping and inventory control and stocking
- Runs phone and data lines
- Maintains mechanical rooms
- Fastens pictures, hangers, etc. to walls

IV. Marginal Duties:

- Responds to emergency calls on a 24 hour basis
- Finds and promptly records or corrects hazards or unsafe conditions
- Performs other related duties as assigned

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: High school diploma or equivalent required; formal education or training in facilities management, construction management and/or related field preferred.

Experience: Six months experience in plumbing, electrical, carpentry, building maintenance, or related duties. May substitute any equivalent combination of education and experience.

Knowledge of: Maintenance practices; customer service techniques; safety practices. The following is also helpful, but not required: basic carpentry, electrical, plumbing & related building trades; HVAC systems.

Responsibility for: Assisting the Facilities Manager in keeping City facilities in good repair; safety of City employees and visiting public as related to the performance of duties.

Communication Skills: Contacts with city employees, contractors, and the public, furnishing and obtaining information; communicate effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Includes use of cleaning equipment, and hand and power tools; ability to use a personal computer for spreadsheet, word processing and other applicable applications is desirable.

Analytical Ability: Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

VI. Working Conditions:

Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (up to 70 pounds) required; occasional heavy carrying (45 pounds and over); occasional exposure to stressful situations as a result of human behavior and deadlines. Some evening and weekend work required with some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.